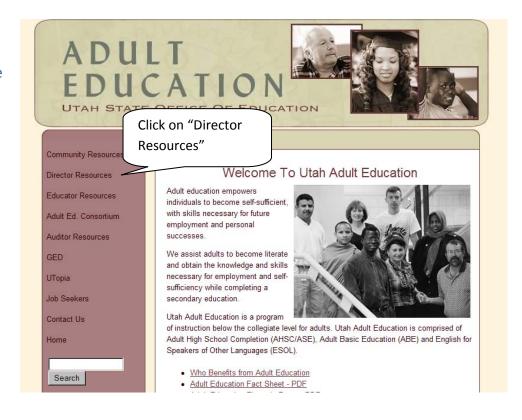
Completing and Submitting a Federal Reimbursement Request

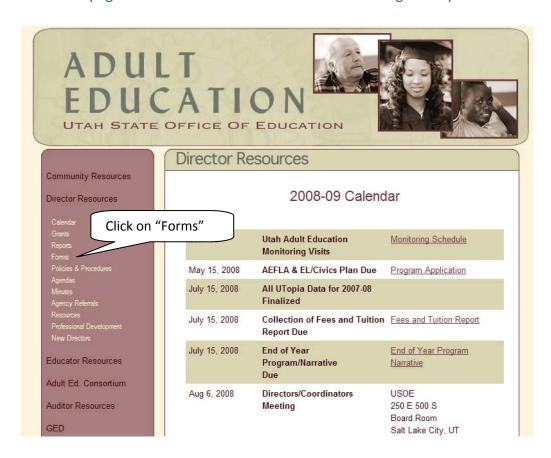
Open your internet browser and go to the State of Utah Office of Education web site. www.schools.utah.gov

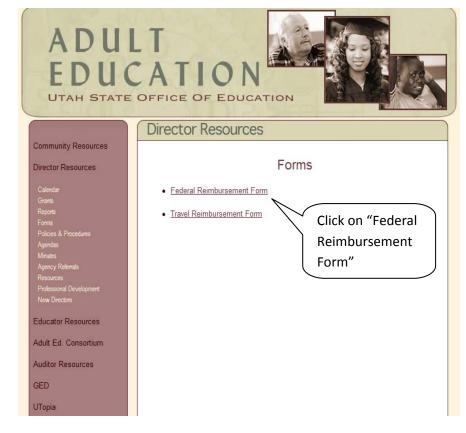


When the Adult Education page appears, click on "Director Resources."



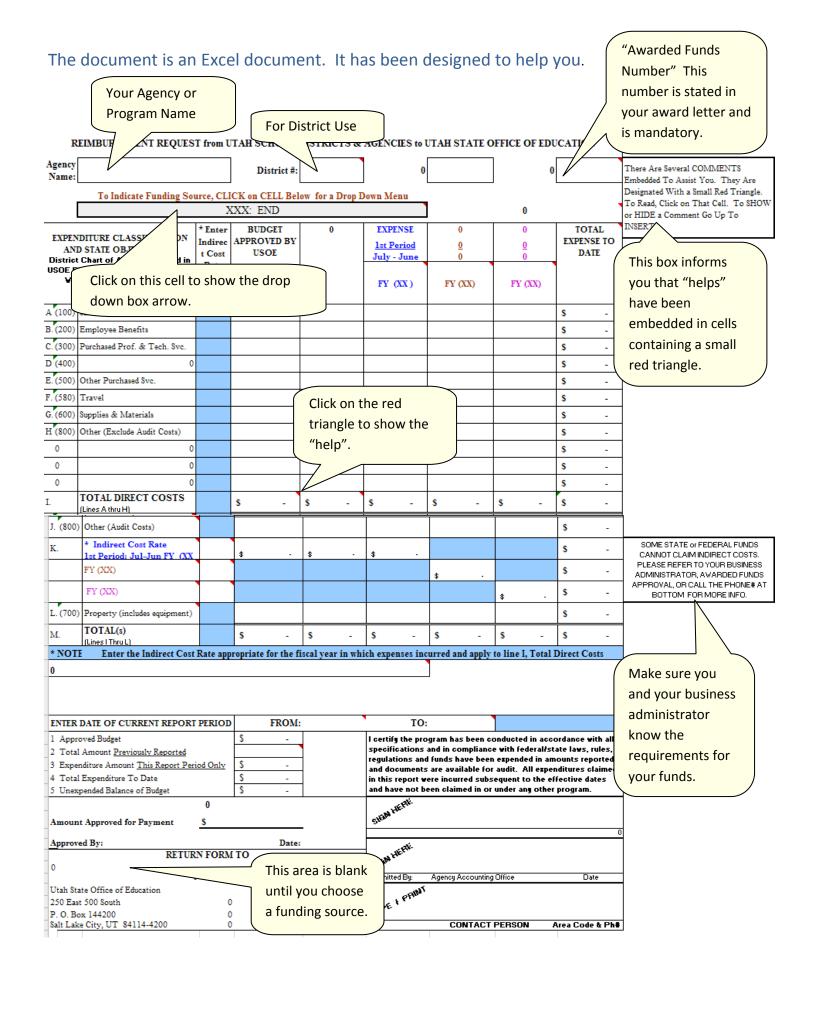
The Director Resources page will show a list of choices in white lettering in the pink bar. Click on "Forms".

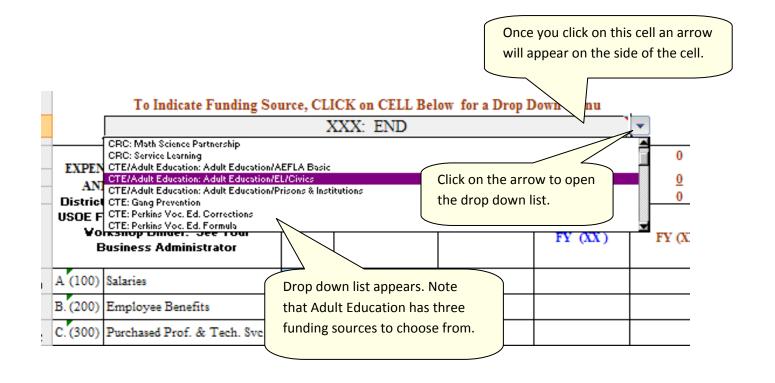




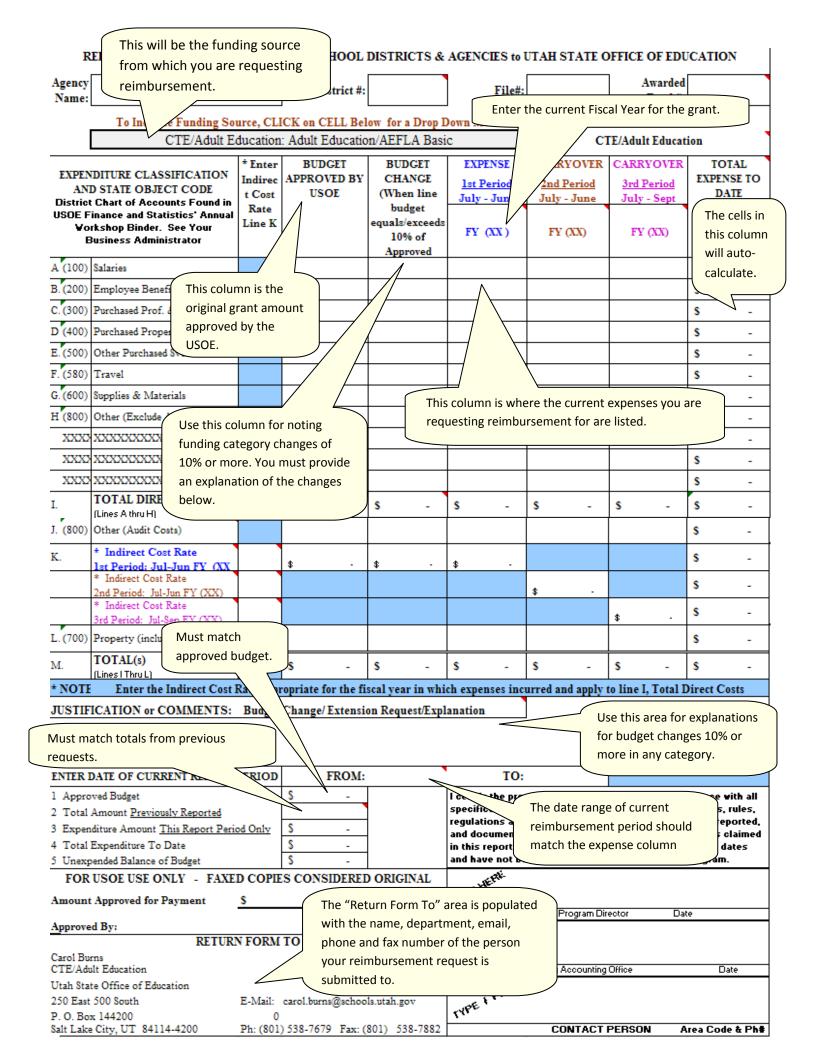
There are two form choices on the Forms page. Click on "Federal Reimbursement Form". You will be given the option to open or save the document. You will want to save the document under a name you will remember. You will also save the completed document.

Note: You need to download this document each time you submit a request. You also need to download a copy of this document for each reimbursement request funding source. This document is updated often and downloading the document each time ensures you have the most current form.





When you access the drop down menu, choose the funding source that you are submitting expenses for reimbursement. Once you choose a funding source, the form will be altered to the specifications for that funding source. The "Return Form To" area will be populated. The Fiscal Year (FY) reflects the fiscal year of the grant. You will use the first column labeled Expense- 1st period for your requested reimbursement amounts.



This form <u>must be signed</u> to be accepted. We do not require an original signature. The document may be faxed or emailed with *approved* electronic signatures. The Program Director and the Agency Accounting person cannot be the same person.

